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## VAT Changes on December 1<sup>st</sup>!

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### 1. INTRODUCTION

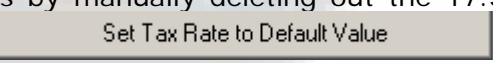
In light of the recent announcement that the HMRC has temporarily reduced the rate from 17.5% with effect from December 1<sup>st</sup> to 15%, you will need to ensure that you make the necessary adjustments to your ClubRunner database. It is important to note that the correct application of VAT rates is entirely down to the business owner to ensure that it is correct.

This document will explain how to successfully change the VAT rate within ClubRunner to take effect from 01/12/2008.

**PLEASE NOTE: There is a charge for this application of £55 for clients with a current support contract, and £110 for clients without a current support contract.**

**The application will need to be run on either the evening of Sunday 30<sup>th</sup> November or before opening on Monday 1<sup>st</sup> December as the changes will take immediate effect.**

### 2. If you do not wish to pay for this application, then you will need to make changes to your database manually. Please follow the instructions below to complete this:

- Open ClubRunner, click into the Utilities module.
- On the right hand side scroll to the bottom and you will see Tax Rate #1.
- The current Tax Rate should be set at '17.5'
- Delete and change to the new Tax rate '15'
- Now exit out of the Utilities module and go into the Inventory module
- Click on F5 to search for an item
- Click on F2 to put yourself in edit mode.
- In Tax Rate 1, under the Financial tab, ensure that any items that have 17.5 entered as tax rate are changed to 15. Repeat this process for all vatable items. You can either do this by manually deleting out the 17.5 rate and changing it to 15 or click on 

### 3. If you would like to purchase the application, please decide which Option applies to you

**Please read the following information carefully before making any changes. You have 2 options depending on what your business has decided to implement.**

1. Update tax amounts for existing items and keep retail prices at the current level.
2. Update the tax amount for existing items and change the retail prices to reflect this.



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### How to purchase the application



1. Click on the
2. Click on the Buy Now Option.

**Buy Now**



3. Complete the details shown below. Once you have clicked on Review Order and Continue

The screenshot shows a checkout page for "Clubrunner VAT Update (support)" with a total of £55.00 GBP. It features a "Pay with Credit Card or Log In" section with a "PayPal Secure Payments" button. Below this is a form for "Enter your billing information" with fields for Country (United Kingdom), First Name, Last Name, Payment Type (Select Card), Billing Address Line 1, Billing Address Line 2 (optional), Town/City, County, Postcode, Home Telephone, and Email. To the right is a "Please log in" section with fields for Email and Password, a "Log In" button, and a link for "Forgot email address or password?". At the bottom of the form is a "Review Order and Continue" button.




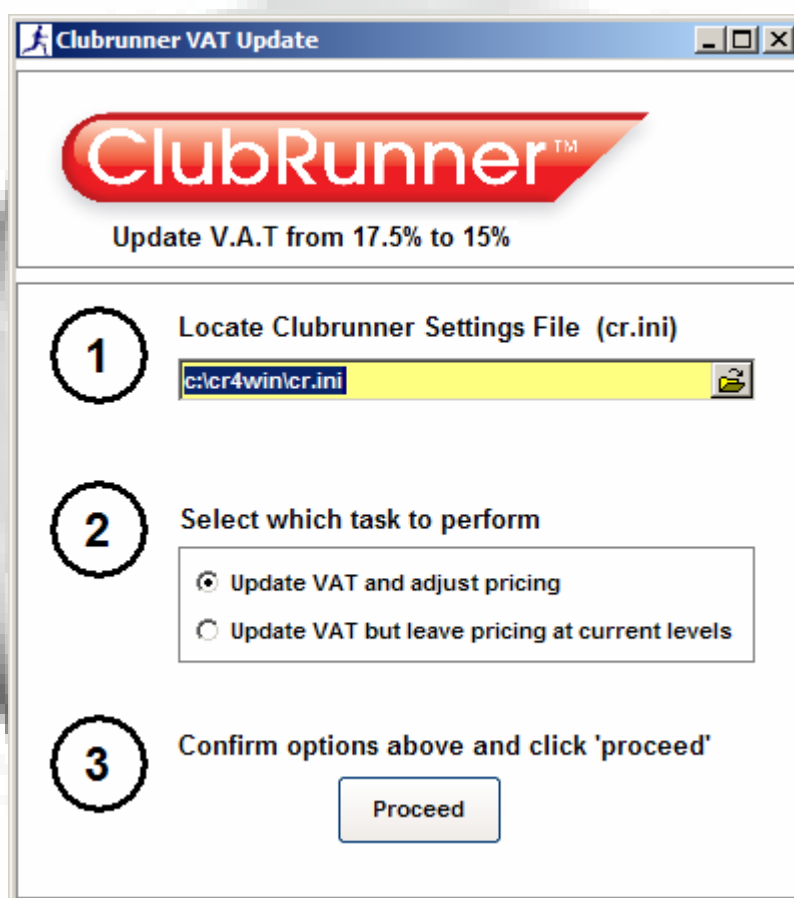
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### How to run the application

1. Download the tool and save to the cr4win folder on the server computer. You will need to extract the tool by right clicking on the file and selecting extract all.
2. Once the application has been downloaded, double click on  CRVATUpdate.exe

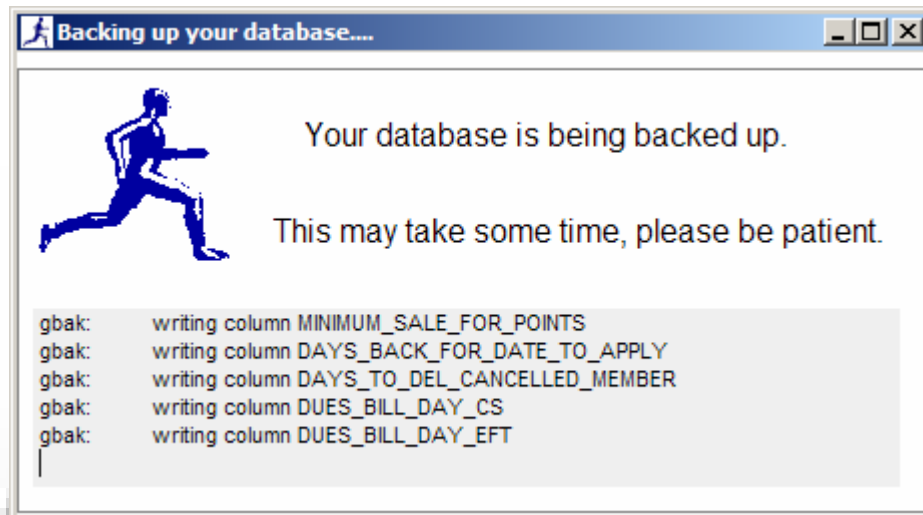


1. It will attempt to find the cr4win\cr.ini for you, however if it fails to do this, click on  in order to browse the folder manually.
2. Select which option you would like to apply.
3. Click on the Proceed button in order to update your database.

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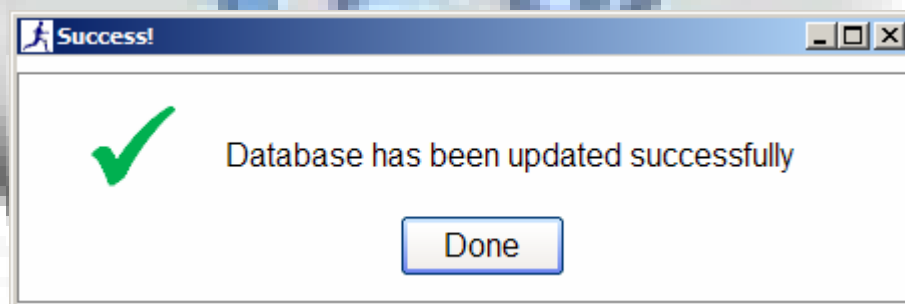
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The dialogue above will show you that a back up of your gbk (back up file) is being created before the changes are made. This is to safeguard the process and will allow you to revert back your existing set up if any errors occur.

Please note, this may take a while depending on the size of your database.



Once the updates have been made, you will see a dialogue box indicating that the process is a success. Click on Done.

- Your VAT rate should now have been updated successfully. You will now need to go into **Inventory** and search for an item in order to check that your item(s) Tax Rate #1 has been updated to the new VAT rate.

If however you find that the VAT rate did not update. Please contact the ClubRunner Support Helpdesk on **0844 847 5829**. Or you can email to [support@clubrunner.co.uk](mailto:support@clubrunner.co.uk)

End of Document.

